

**From:** [Duggan, Michele](#)  
**To:** [Irvin Kety;](#)  
**cc:** [Gary Jones-Glascock; "dwinkler@largo.com"; Leland Dicus;](#)  
**Subject:** Electronic document submittal  
**Date:** Wednesday, May 18, 2011 3:40:00 PM  
**Attachments:** [05-18-11 letter to facilities regarding electronic submittals.pdf](#)

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Good Afternoon,

Attached please find the subject letter. This is the only copy that you will receive.

Acrobat Reader 6.0 or greater is required to read this document. It is available for downloading at: <http://www.adobe.com/products/acrobat/readstep.html>.

The Department is currently implementing a new document management system that will allow all documents submitted to, and sent from, the Department to be saved electronically. Therefore, we encourage the use of electronic email to submit correspondence to the Department. If including attachments, please submit them in portable document format (PDF) when possible, and signed when required. Please note that the Department will consider the electronic submittal the "official" submittal only if it bears a true signature. A signature in a cursive font is not acceptable. Follow-up by hard-copy submittal is not required only if the document bears a signature. If a professional engineer or professional geologist seal is required, please shade the seals so that the raised features show up on copied documents, or use electronic or rubber stamp seals.

If you have any questions concerning the contents of this letter, or have any difficulty reading and/or printing the document, please contact me at [Michele.Duggan@dep.state.fl.us](mailto:Michele.Duggan@dep.state.fl.us).

Regards,

**Michele Duggan**

Michele H. Duggan, MPH, MA  
Environmental Manager  
Domestic Wastewater Section  
Florida Department of Environmental Protection  
13051 North Telecom Parkway  
Temple Terrace, FL 33637-0926  
(813) 632-7600, Ext. 335

(813) 632-7662 FAX

[michele.duggan@dep.state.fl.us](mailto:michele.duggan@dep.state.fl.us)

**P** Please consider the environment before printing this email



Florida Department of  
Environmental Protection  
Southwest District Office  
13051 North Telecom Parkway  
Temple Terrace, Florida 33637-0926

Rick Scott  
Governor

Jennifer Carroll  
Lt. Governor

Herschel T. Vinyard Jr.  
Secretary

May 18, 2011

Mr. Irvin Kety, P.G.  
Environmental Services Director  
City of Largo  
P.O. Box 296  
Largo, FL 32779-0296  
ikety@largo.com

Re: Electronic Document Submittal  
Largo WWTF  
Facility ID No. FL0026603  
Pinellas County

Dear Mr. Kety:

The Department's Domestic Wastewater Water Program is currently implementing a new document management system that will allow all documents submitted to, and sent from, the Department to be saved electronically. This electronic document system will enable members of the public to search for and view most Domestic Wastewater documents electronically, without the need to visit a Department office to review Domestic Wastewater files. The City will enjoy time and cost savings from the elimination of paper and postage.

The Department is asking for your help in streamlining this process. While the Department still accepts permitting documents, discharge monitoring reports, laboratory results, abnormal event reports, and other correspondence in paper format, the City is encouraged to submit as many documents as possible in Portable Document Format (PDF) by e-mail or alternatively on a compact disk. At this time, payments to the Department must still be submitted as a check. Where electronic submittal is either impossible or impractical, the Department will continue to process hard-copy submittals.

The Department requests that these electronic submittals are signed, in blue ink preferably, and submitted in PDF. Please note that the Department will consider the electronic submittal the "official" submittal only if it bears a true signature. A signature in a cursive font is not acceptable. Follow-up by hard-copy submittal is not required if the document bears a true signature. If a professional engineer or professional geologist seal is required, please shade the seals so that the raised features show up on scanned documents, or use electronic or rubber stamp seals.

Please continue to send paper discharge monitoring reports directly to the Department's Tallahassee address.

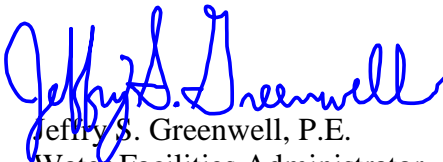
Mr. Irvin Kety, P.G.  
City of Largo  
Facility ID No. FL0026603 - Pinellas County  
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Electronic submittals for small documents may be sent via e-mail to the appropriate Department staff member at [firstname.lastname@dep.state.fl.us](mailto:firstname.lastname@dep.state.fl.us). For submittals greater than 4 MB, please use the Department's file transfer protocol website.

This website is for members of the public to put documents or data for Department staff to retrieve. To transfer files from outside the Department to inside, please visit <ftp://ftp.dep.state.fl.us/pub/incoming> and copy your files there using an FTP client, preferably, or a web browser. You may create folders there, if you need to do so. Please notify the appropriate Department staff member when sending documents in this manner. Files will not be retained for more than 30 days, and will not be backed up.

Thank you for your assistance in this regard. If you have questions about these new procedures please contact Michele Duggan at (813) 632-7600, ext. 335 and e-mail: [michele.duggan@dep.state.fl.us](mailto:michele.duggan@dep.state.fl.us), or Isabel King at (813) 632-7600, ext. 304 and e-mail: [isabel.m.king@dep.state.fl.us](mailto:isabel.m.king@dep.state.fl.us).

Sincerely,



Jeffrey S. Greenwell, P.E.  
Water Facilities Administrator  
Southwest District

JSG/gsd

cc: Gary Glascock, City of Largo, [gjonesgl@largo.com](mailto:gjonesgl@largo.com)  
David Winkler, City of Largo, [dwinkler@largo.com](mailto:dwinkler@largo.com)  
Leland Dicus, City of Largo, [ldicus@largo.com](mailto:ldicus@largo.com)